



Single Family Detached Units (SFDU) Submittal Checklist

Pursuant to Chapter 30.41F SCC

For PDS Use Only

PROJECT FILE NUMBER: _____

PROJECT NAME: _____

NOTE: For any proposal subject to SCC 30.23A Urban Residential Design Standards (URDS), the supplemental URDS Checklist shall be used in conjunction with this checklist to determine minimum submittal requirements.

NOTE: For any proposal requiring landscaping and/or screening pursuant to SCC 30.25, the supplemental Landscape Plan Checklist shall be used in conjunction with this checklist to determine minimum submittal requirements.

_____ **A. Master Use Permit Application (original plus 19 copies)** filled out in its entirety with the notarized signatures of the applicant and owner(s) of the property.

_____ **B. Required Plans/Reports**

_____ **A Drainage Review Submittal Checklist / Form and Targeted or Full Stormwater Site Plan (5 copies)** Submittal Requirements including a **Drainage Report (6 copies)** and **Stormwater Pollution Prevention Plan (SWPPP)** to comply with Chapter 30.63A SCC shall be submitted.

_____ **SEPA Checklist** and fee (**signed original and 19 copies**).

_____ **Critical Areas Study** for any development activity, or action requiring a project permit occurring in wetlands, fish & wildlife habitat conservation areas their buffers 30.62A.140 SCC (**5 copies**).

_____ **Geotechnical Report** for any development activity or action requiring a project permit proposed within; an erosion hazard area, landslide hazard area, landslide hazard area or its setback, 200 feet of a mine hazard area, 200 feet of any faults in accordance with 30.62B.140 SCC (**5 copies**).

_____ **Hydrogeologic Report** for any activity or use requiring a project permit regulated under chapter 30.62C SCC and proposed within a sole source aquifer, Group A wellhead protection area or critical aquifer recharge area with high or moderate sensitivity in accordance with 30.62C.140 SCC (**5 copies**).

_____ **Chapter 30.66B Pre-Submittal Conference Review form** (white and yellow copies) and associated fee(s). Include all Traffic Studies (**7 copies**) and all

1

other required data consistent with the Department of Public Works' traffic study scoping checklist, and with checklists referenced in any interlocal agreement with any other jurisdiction for which a traffic study is required.

_____ Washington State Department of Transportation (WSDOT) and city **traffic impact mitigation offers** signed by the applicant.(if applicable)

_____ **Landscape Plan (5 copies)** – See supplemental landscape plan checklist for requirements.

_____ **C. Additional Information** if concurrent construction activities are proposed

_____ Commercial Building Permit application for vaults and retaining walls **(2 copies)**

_____ Land Disturbing Activity Permit application/checklist **(2 copies)**

_____ Structural Plans and calculations **(3 sets)**

_____ **D. Required Fees**

_____ **E. Site Plans*** - **10 full size copies** (minimum 18"x24"), **15 reduced size copies (11"x17")** shall be drawn at a horizontal scale, which will clearly portray all of the required information. **Site Plans** shall include all of the following (*see supplemental URDS checklist for additional requirements):

_____ Applicant's name and mailing address

_____ Vicinity map

_____ Tax account number(s)

_____ Legal description

_____ North arrow

_____ Date of preparation

_____ All property lines with dimensions

_____ Minimum net density calculations pursuant to SCC 30.23.020

_____ Lot coverage calculations

_____ Topography at contour intervals of 5 feet or less (If slope is less than 1%, make a note on site plan instead of showing contours) *****CONTOURS MUST ALSO BE SHOWN ON CIVIL PLANS*****

_____ Right-of-way dedication area to be deeded to the County (where applicable)

_____ Location of existing/proposed easements, access areas and utilities

_____ Setbacks from: **all** property lines, easements and/or existing buildings, **for all** proposed and existing building locations

_____ Proposed or existing fence, rockery and/or retaining wall locations

_____ Proposed or existing biofiltration swales and/or detention/retention ponds and/or vaults

_____ Distance from Right-of-Way center line to property line

_____ Access points showing arrows for ingress and egress

_____ If access is to private road or via panhandle show access all the way to named public road

- _____ Phasing pursuant to SCC 30.41F.030(1)(i)(if applicable)
- _____ General vehicular circulation and access control pursuant to SCC 30.41F.030(1)(ii)
- _____ General pedestrian circulation pursuant to SCC 30.41F.030(1)(iii), and SCC 30.24.080(2)
- _____ General landscape areas (basic information only, detailed information on separate landscape plan)
- _____ Indicate size of required landscape buffers and note whether Type A or B landscaping
- _____ Common and usable open space areas and supporting calculations pursuant to SCC 30.41F.070
- _____ Areas to be cleared consistent with the requirements of Chapter 30.63B SCC
- _____ Proposed or existing fire hydrant locations (if not in vicinity of project, reference closest location)
- _____ Location and size of Utility District water line (located in street)
- _____ Existing septic tank, drainfield and reserve areas (if applicable)
- _____ Distances to proposed or existing structures and parking areas
- _____ Location of existing NGPA, NGPA/E and proposed CAPA.
- _____ Wetlands and fish & wildlife habitat conservation areas on or within 300 feet of the site, including required buffers (SCC 30.62A.130).
- _____ Geologically hazardous areas on or within 200 feet of the site (SCC 30.62B.140)
- _____ Aquifer recharge areas on the subject property (Chapter 30.62C SCC)
- _____ Proposed parking areas pursuant to SCC 30.41F.100 (inside garages, on street, off street, etc.) with supporting calculations
- _____ Individual parking stalls numbered consecutively
- _____ Dimensions of parking stalls (if proposed in garages provide a note and detail)
- _____ Drive aisle widths (including auto courts, woonerfs, alleys, shared driveways, etc.)
- _____ Indicate parking area landscaping calculations on site plan (i.e. square feet of parking area and square feet of landscaped area)
- _____ Pedestrian facility (including lighting treatment) pursuant to SCC 30.24.080
- _____ Proposed limits of any additional site disturbance (e.g., clearing, grading) not already identified
- _____ Location of proposed future structures (building footprints)
- _____ Building separations pursuant to SCC 30.23.040(15)(a)
- _____ "No Parking – Fire Lane" signage and/or striping pursuant to SCC 30.27.010(8)

AUTHORITY: SCC 30.70.030 authorizes the Director of Planning and Development Services to establish and revise permit application submittal requirements. These requirements are established as shown above, and shall be on file with the department. Due to site-specific circumstances, the director or the director's designee may waive individual requirements on a case-by-case basis.